

78th District #2 Integrating Committee Meeting Minutes

November 17, 2000 – 8:00 a.m.

Nathanael Greene Lodge
6394 Wesselman Road
Cincinnati, OH 45248

Mr. Brayshaw, Chairman of the Integrating Committee, called the meeting to order at 8:25 a.m.

Board Members Present: Chairman-William Brayshaw, Mayor Dan Brooks, Mr. Richard Mendes, Mayor Dave Savage, Mr. Bill Seitz, and Mr. Joe Sykes. **Excused Absence:** Mr. John Deatrick, Mr. Pete Heile, and Mr. Dick Huddleston

Alternate Member Present: Mr. Prem Garg – City of Cincinnati for Mr. John Deatrick

Support Staff Present: County – Mr. Ted Hubbard, Mr. Eric Beck, Mr. Joe Cottrill, Mr. John Beck, & Mr. Doug Riddiough; City of Cincinnati - Mr. Dick Cline and Joe Vogel; Delhi Township - Mr. Bob Bass; Green Township - Mr. Fred Schlimm; and OPWC – Rob White and Dave Bussard

Approval of Minutes...

Mayor Savage moved approval of the minutes from the 77th Integrating Committee Meeting on March 17, 2000; seconded by Mr. Seitz, and passed unanimously.

Congratulations, Introductions & OPWC Updates...

Everyone congratulated Mr. Seitz on his new position of State Representative for the 34th District of the Ohio General Assembly. His expertise will be greatly missed by everyone on the Integrating Committee.

Mr. Brayshaw welcomed Mr. Garg as the new Alternate for Mr. Deatrick. For the record it was noted that the City of Cincinnati recommended and authorized Mr. Garg to vote today in place of Mr. Deatrick.

Mr. Brayshaw introduced Mr. White and Mr. Bussard from OPWC. Mr. White is the new representative that has been assigned to the District #2 Integrating Committee in place of Cathy Coldiron.

Mr. White shared that he is looking forward to working with our district and felt fortunate to be working with such a well-run district. He further stated that he appreciates all the hard work and efforts that that has been put forth from the Committee and Support Staff.

Mr. Bussard shared information concerning the "OPWC Website". He noted that the State is currently going through a lot of changes and stressed the need for documentation online. Currently available online are spreadsheets for capital improvement reports, applications and request to proceed forms. The State has requested the forms to be put into PDF format, which has been designated as their default format. They will still offer the CIR form in a spreadsheet form so that you can actually maintain and do calculations.

Currently a new project that is being managed by Mr. Dave Kerns at OPWC, is allowing subdivisions that have projects that are not OPWC specific, to be advertised for bid on the website. This form can be downloaded and you can advertise for free on the OPWC website. Mr. Bussard also stated that our District runs a good ship and what a pleasure it always is in attending our meetings.

Support Staff Items...

Prior to the first item on the agenda, a letter dated November 17, 2000 was handed out and read by Mr. Cottrill. This letter was addressed to all Integrating Committee Members, which summarized the new rating system, along with solutions and recommendations from the Support Staff for the Board to consider in the future. *(Copy Attached)*

Also handed out for everyone to review was a funding plan for District Two Balances for Round 15. Mr. Cottrill discussed and summarized all grant and loan totals for this years funding. Also attached was a copy of a report listing all jurisdictions from the previous years loans that were approved by the Committee, noting loan percentages. *(Copy Attached)*

Mr. Cottrill presented the following agenda items for vote: *(Spreadsheets Attached)*

Prior to the voting on this item, Mr. Seitz discussed the following items:

- Does anyone have an explanation of why the number of total projects dropped so dramatically this year? Mr. Cottrill stated the number of total projects dropped this year because one item you approved was to put in a priority-listing category. Most applicants didn't see the need to put in 18 or 25 applications when most projects that are funded are marked one to two and sometimes three.
- During prior discussion it was noted there were problems with jurisdictions taking loans. This year Mr. Cottrill had to call everyone in order to see if they were interested. Mr. Seitz suggested this be built into the application form next year. The question would read: "If you don't get a grant, would you take a loan?" Give them their interest rate so they know ahead of time. They would have to commit when they submit their application. This would save all the phone calls. Then you would still make a confirmatory phone call asking if they were still in the position of taking a loan and also to verify their financial situation. Checking the box would not be binding.

After further discussion, a motion to approve the Priority Listing of both SCIP and LTIP recommended projects for Round 15 was made by Mayor Brooks; seconded by Mr. Sykes and passed unanimously.

A motion to approve Grant Projects of both SCIP and LTIP recommended projects for Round 15 was made by Mr. Seitz; seconded by Mr. Mendes and passed unanimously.

A motion to approve Loan Projects for SCIP Regular Allocation Loans, SCIP Revolving Loan Program Funds, and SCIP Contingency Loan Projects for Round 15 was made by Mayor Savage; seconded by Mr. Seitz and passed unanimously.

Mr. Cottrill then discussed the "Useful Life of Projects" spreadsheet, which includes all the loans and grants with SCIP ranking 23.75 years. Under LTIP the ranking is 23.26 years. Under these scenarios the useful life requirement will be met. A vote was not required. During further discussion, Mr. White noted a reminder that the RLP gets evaluated for 20 years. They cannot be combined. Mr. Cottrill stated that he would recalculate, taking the RLP projects out separately and then forward a new spreadsheet.

A motion to approve the Small Government Applications was made by Mr. Sykes; seconded by Mayor Brooks and passed unanimously.

Mr. Cottrill noted the remaining spreadsheets as being a breakdown under both the SCIP and LTIP scenarios of the final points and how they rated out. (*Spreadsheets Attached*)

Mr. Cottrill discussed in detail the Administrative Costs Work Plan and Budget Proposal. A motion to approve the District Administration Costs Program for 2001 was made by Mayor Savage; seconded by Mr. Mendes and passed unanimously.

After further discussion of schedule timeframes, a motion to accept Program Year 2001 Schedule was made by Mayor Savage; seconded by Mr. Sykes and passed unanimously.

Small Governments Subcommittee Update....

The Small Government Commission will hold a vote on the submitted projects in May 2001. Mr. Cottrill, District Liaison will be in attendance at that meeting.

Mr. Seitz acknowledged that he would not be able to serve on the Small Government Commission due to his new appointment. Eligibility requirements for the Commission are that you serve on the District Integrating Committee as a Trustee or Village official within a small government. Currently, Mr. Sykes is the only Board member eligible to serve.

Mr. Sykes declined the appointment and noted that the President of the Ohio Township Association was just elected as a County Commissioner and that he had just stepped up to a new appointment of Vice President for the State Association. His new position will require more assumed duties.

Mr. Seitz's replacement will be announced at the upcoming Township Meeting in December. Until the new candidate has been confirmed, it would be impossible to vote on the replacement seat of the Small Government Commission.

After further discussion, Mr. White suggested that a postal ballot be utilized once the candidate has been confirmed. This ballot would require names, and a self-addressed stamped envelope to be returned.

As an item of business, Mayor Savage moved that the Integrating Committee proceed and authorize the Chairman and the Support Staff to conduct an election of a new appointee by mail, as such time as it becomes necessary and expedient; seconded by Mr. Seitz and passed unanimously.

Old Business... Nothing to report.

New Business...

1st Proposed Motion

As an administrative practice, Mr. Cottrill requested the Committee to consider a motion to allow Mr. Hubbard, (Alternate for Chairman Brayshaw) to sign letters in the absence of Chairman Brayshaw.

Mr. Seitz moved that Mr. Hubbard have the authorization to sign letters in the absence of Chairman Brayshaw; seconded by Mr. Mendes and passed unanimously.

Mr. Cottrill announced that the Support Staff would begin meeting in January to work on Round 16 and will keep everyone informed. New scenarios will be presented to deal with the loan issues. Round 15 will be filed with OPWC before Christmas.

2nd Proposed Motion

Mr. Seitz moved that in the absence of Chairman Brayshaw and Alternate Hubbard, that current Vice Chairman (Mr. Sykes) would also have the authority to sign correspondence on behalf of the Chairman and his Alternate; seconded by Mayor Savage and passed unanimously.

Next Meeting Date & Time ... At a later date it was decided the next Integrating Committee Meeting would be held on Friday, May 4, 2001 at the Nathanael Greene Lodge, in Green Township at 8:00 a.m.

By consensus the meeting adjourned at 9:10 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cathy Listermann".

Cathy Listermann
Recording Secretary

DISTRICT 2 INTEGRATING COMMITTEE
PROJECT SELECTION FOR PROGRAM YEAR 2001
ROUND 15 FUNDING

**Proposal and
Funding Plan**

State Capital Improvement Program

Revolving Loan Program

Local Transportation Improvement Program

Administrative Costs Program

Presented by the District 2 Support Staff

November 17, 2000

DISTRICT TWO PUBLIC WORKS INTEGRATING COMMITTEE

WILLIAM W. BRAYSHAW, CHAIRMAN

November 17, 2000

TO ALL INTEGRATING COMMITTEE MEMBERS:

The Support Staff enjoyed another round of funding for the SCIP/LTIP funding cycle. The support of the District 2 Integrating Committee is greatly appreciated by the staff. There were tense moments as well as joyous ones as we diligently did the job you have asked us to do. Thank you for giving us the freedom to rate the applications without any interference. That makes the job of rating projects fair and balanced.

One of the problems we had this year was with loans. Only one loan application received enough points to rise above the "cut line". We then began the slow task of calling each jurisdiction in the order of priority to inquire about the possibility of taking a loan instead of a grant. This process was not finalized until Tuesday of this week, as it is difficult to get an immediate answer out of most jurisdictions. Our loan allocation and repayments of previous loans now total over 3 million dollars. These monies must be loaned out, no questions asked. While the rating system has proved to be very reliable and having a broad range of jurisdictions receive funding, the loans for both this and last year are lagging. Something needs to be done. The Support Staff will make recommendations next Spring as we prepare for Round 16.

Also, loan projects that final out without using all of the loaned funds must be dealt with. This happened this week as Rob White of OPWC called and told me we must loan out another \$37,635 from a project that this week finalized out with that amount unused. These funds are added to our 20% allocation requirement, not the revolving loan program. The only solution was to add it to one of the proposed SCIP loans you are considering today. With this in mind, we propose to add a category this year of "Contingency Loan Projects". These are the remainder of the loan applications not being recommended for funding today. When loan monies come back, as they surely will before next funding round, these projects would be next for the loan funds. We believe this is the most beneficial and expedient way to use the funds. Even though there are projects ahead of them, the jurisdictions turned down the opportunity when called and were passed over. Therefore, we see no reason to call a second time to see if they would accept a loan.

One advantage this year is that the top contender under this new category is the "Trenchless Technology Sewer Rehabilitation" application. This project can be scaled back to meet nearly any amount that would be offered under the original request. This will allow the District to keep money moving into projects that are ready to go and requested a loan to begin with.

Each year our loan balance will grow significantly. The previous years' loans are being repaid and the money piles up higher each year. We will literally have many millions of dollars to loan out **above** our required 20% of each allocation every year. Therefore, District 2 must take steps to encourage loan applications, and to break down any barriers that cause them to not be as competitive as grant applications. There are solutions, and we will address that for you next Spring.

Sincerely,

A handwritten signature in black ink, appearing to read "J.D. Cottrill", written in a cursive style.

JOSEPH D. COTTRILL, DISTRICT 2 LIAISON
DISTRICT 2 INTEGRATING COMMITTEE

JDC/jdc

DISTRICT 2 BALANCES - ROUND 15

PAGE 1

	<u>SCIP</u>	<u>LTIP</u>
DISTRICT GRANT ALLOCATION	\$6,640,000.00	\$4,972,000.00
ADDITIONAL GRANT FUNDS	<u>\$85,442.00</u>	<u>\$0.35</u>
TOTAL GRANTS =	\$6,725,442.00	\$4,972,000.35
REGULAR ALLOCATION LOANS	\$1,660,000.00	
ADDITIONAL ALLOCATION LOANS	<u>\$37,635.00</u>	
TOTAL LOANS =	\$1,697,635.00	
REVOLVING LOAN PROGRAM	\$703,000.00	
ADDITIONAL RLP FUNDS	<u>\$740,052.00</u>	
TOTAL RLP FUNDS =	\$1,443,052.00	
TOTAL FUNDS AVAILABLE =	\$9,866,129.00	\$4,972,000.35
SCIP GRANT TOTAL	\$6,956,300.00	
SCIP LOAN TOTAL	\$1,697,635.00	
RLP LOAN TOTAL	<u>\$1,443,200.00</u>	
TOTAL SCIP	\$10,097,135.00	
AVAILABLE	\$9,866,129.00	\$4,972,000.35
PROPOSED	<u>\$10,097,135.00</u>	<u>\$5,252,956.00</u>
REMAINING BALANCE	(\$231,006.00)	(\$280,955.65)

PROJECT CODE	\$ REQUEST	PROJ. NO.	TYPE	RECOMMEND
CMB R15-001-2C	\$210,000.00	1	GRANT	SCIP
GRN R15-001-2C	\$307,362.00	2	GRANT	SCIP
NCH R15-001-2C	\$300,000.00	3	GRANT	SCIP
CIN R15-003-2A	\$360,000.00	4	GRANT	SCIP
DEL R15-002-2C	\$806,400.00	5	GRANT	SCIP
CIN R15-006-2A	\$300,000.00	6	GRANT	SCIP
FPK R15-001-2A	\$170,500.00	7	GRANT	SCIP
CHE R15-001-2A	\$183,600.00	9	GRANT	SCIP
CLE R15-001-2C	\$545,998.00	10	GRANT	SCIP
GRN R15-002-2C	\$315,000.00	11	GRANT	SCIP
HSN R15-001-2C	\$240,000.00	12	GRANT	SCIP
ELM R15-001-2C	\$405,000.00	13	GRANT	SCIP
DEL R15-001-2C	\$672,160.00	14	GRANT	SCIP
WYO R15-002-2C	\$187,500.00	15	GRANT	SCIP
SIL R15-002-2C	\$131,500.00	16	GRANT	SCIP
WYO R15-001-2C	\$325,000.00	17	GRANT	SCIP
CIN R15-005-2A	\$850,000.00	18	GRANT	SCIP
LHT R15-001-2C	\$201,480.00	20	GRANT	SCIP
COL R-15-003-2C	<u>\$444,800.00</u>	21	GRANT	SCIP
SCIP GRANT TOTAL =	\$6,956,300.00			

PROJECT CODE	\$ REQUEST	PROJ. NO.	TYPE	RECOMMEND	INTEREST RATE	TERM YEARS
AND R15-001-2C	\$655,000.00	8	LOAN	SCIP	3%	20
CIN R15-004-2C	\$637,635.00	30	LOAN	SCIP	0%	20
LOC R15-002-2A	\$405,000.00	42	LOAN	SCIP	3%	20
SCIP LOAN TOTAL (ALLOCATION) =						
	\$1,697,635.00					

STB R15-001-2A	\$46,000.00	32	LOAN	RLP	3%	20
ADD R15-002-5B	\$292,000.00	33	LOAN	RLP	3%	20
CIN R15-008-2B	\$225,000.00	36	LOAN	RLP	0%	20
CIN R15-002-2A	\$150,000.00	39	LOAN	RLP	0%	20
AND R15-002-2C	\$730,200.00	53	LOAN	RLP	3%	20
RLP LOAN TOTAL =						
	\$1,443,200.00					

TOTAL ALL LOANS = \$3,140,835.00

PROJECT CODE	\$ REQUEST	PROJ. NO.	TYPE	RECOMMEND	COMMENTS
CIN R15-001-1B,2B	\$1,000,000.00	1	GRANT	LTIP	
BLU R15-002-2A	\$240,000.00	2	GRANT	LTIP	
FAX R15-002-2A,D	\$1,523,856.00	3	GRANT	LTIP	
LOV R15-001-2A	\$250,000.00	4	GRANT	LTIP	
HAM R15-006-2B	\$1,216,400.00	5	GRANT	LTIP	SAME AMOUNT IN ROUND 16
NCH R15-002-2C	\$182,700.00	6	GRANT	LTIP	
HAM R15-004-2B	\$840,000.00	7	GRANT	LTIP	
LTIP GRANT TOTAL =					
	\$5,252,956.00				

PROJECT CODE	\$ REQUEST	PROJ. NO.	TYPE	RECOMMEND
ARL R15-001-3C	\$73,700.00	82	GRANT	SMALL GOVT.
ADD R15-001-5B	\$97,000.00	74	LOAN	SMALL GOVT.
LHT R15-002-2A	\$128,890.00	48	GRANT	SMALL GOVT.
AMB R15-001-2A	\$226,530.00	61	GRANT	SMALL GOVT.
NBD R15-001-2C	\$270,000.00	38	GRANT	SMALL GOVT.
WDL R15-002-2A	\$352,000.00	52	GRANT	SMALL GOVT.
LOC R15-001-2A	\$360,000.00	64	GRANT	SMALL GOVT.
WDL R15-001-1B	\$400,000.00	24	GRANT	SMALL GOVT.
WDL R15-003-2A	\$420,000.00	67	GRANT	SMALL GOVT.
NEW R15-001-2C	\$800,000.00	56	GRANT	SMALL GOVT.

TOTAL SMALL GOVERNMENT REQUEST = \$3,128,120.00

RELATIVE ECONOMIC STRENGTH

TABLE 10

JURISDICTION	TOTAL POINTS	POSITION RATING

EVENDALE	63.8	
SPRINGDALE	55.4	
BLUE ASH	55.2	
SHARONVILLE	55.2	
WOODLAWN	52.6	2
AMBERLEY	49.4	
MONTGOMERY	46.6	
INDIAN HILL	44.6	
ST. BERNARD	44.4	
TERRACE PARK	44.4	

MARIEMONT	43.8	
FAIRFAX	43.8	
MIAMI TWP.	42.8	
SYCAMORE TWP.	42.6	
GLENDALE	42.2	4
WYOMING	42.0	
ANDERSON TWP.	41.0	
READING	41.0	
SYMMES TWP.	40.8	
LOCKLAND	40.6	

MADEIRA	40.0	
NEWTOWN	39.4	
ADDYSTON	38.2	
HAMILTON COUNTY (UNINCORP)	37.8	
GREENHILLS	37.2	6
COLUMBIA TWP.	37.0	
ARLINGTON HEIGHTS	36.8	
HARRISON	36.2	
GREEN TWP.	35.8	
CINCINNATI	35.4	

FOREST PARK	35.0	
GOLF MANOR	33.4	
NORTH BEND	33.4	
DEER PARK	33.4	
SILVERTON	32.6	8
CROSBY TWP.	31.6	
DELHI TWP.	31.2	
ELMWOOD PLACE	31.0	
HARRISON TWP.	30.4	
CHEVIOT	30.4	

LOVELAND	29.8	
COLERAIN TWP.	28.6	
CLEVES	28.2	
WHITEWATER TWP.	28.0	
NORWOOD	27.0	10
SPRINGFIELD TWP.	25.0	
MT. HEALTHY	23.8	
LINCOLN HEIGHTS	23.6	
NORTH COLLEGE HILL	23.2	

3 1/10
↑
0 1/10
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DISTRICT 2 ADMINISTRATIVE COSTS WORK PLAN

Hamilton County, the City of Cincinnati, the City of North College Hill, Delhi Township, and Green Township will be providing research, technical assistance, and administrative support to the OPWC District 2 Public Works Integrating Committee for the planning, analysis and implementation of the State Capital Improvement Program (SCIP) and the Local Transportation Improvement Program (LTIP) for the period beginning January 1, 2001 through December 31, 2001. Their work tasks for the District 2 Public Works Integrating Committee include:

PROJECT SCOPE:

- *develop a capital improvement planning process according to Section 164 of the Ohio Revised Code
- *assist district subdivisions in the development and implementation of infrastructure inventories and five year capital improvement plans
- *develop a district project rating and selection methodology
- *serve as District Liaison between the State of Ohio and District 2 during the application review and approval period
- *assist in the development and implementation of a District Minority Business Enterprise and Affirmative Action Plan
- *function as secretariat to the full District 2 Committee
- *maintain District 2 data base
- *prepare preliminary analysis, reports, and documents for project rating and selection
- *preparation of final infrastructure program application package for submission to the Ohio Public Works Commission
- *provide administrative and program management support to the District 2 Integrating Committee
- *provide subdivisions in the District with technical support regarding the rules and regulations of the SCIP, LTIP, and Small Government Programs
- *attend seminars, workshops, etc. as required to maintain a level of staff proficiency

ADMINISTRATIVE COSTS - DISTRICT 2

BUDGET PROPOSAL

PERSONNEL

Direct Labor	\$40,000.00
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TOTAL	=	\$40,000.00
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The total amount of \$40,000.00 is to be allocated as follows:

Hamilton County - \$20,000.00

City of Cincinnati - \$14,000.00

City of North College Hill - \$1,000.00

Delhi Township - \$3,000.00

Green Township - \$2,000.00

**78th District 2 Integrating Committee Meeting
Nathanael Greene Lodge
6394 Wesselman Road
Cincinnati, Ohio 45248
November 17, 2000 - 8:00 a.m.**

AGENDA

- 1.) Approval of 77th meeting minutes.
- 2.) Support Staff Items:
 - (A) Recommended Priority Listing of all applications received (SCIP & LTIP). (Vote required)
 - (B) Recommended Grant Projects (SCIP & LTIP). (Vote required)
 - (C) Recommended Loan projects (R15 Allocation and RLP) and Interest rate recommendations. (Vote required)
 - (D) Recommended Small Government Projects for Round 15. (Vote required)
 - (E) Recommended District Administrative Costs Program for 2001. (Vote required)
- 3.) Small Governments Subcommittee Update:

The Small Government Commission will hold a vote on the submitted projects in May 2001. The District Liaison will be in attendance at the meeting.
- 4.) Old Business:
- 5.) New Business:

The Support Staff will begin meeting in January or February to begin work on Round 16. We will keep you informed as progress is made.
- 6.) Adjourn.

Happy Thanksgiving!

[illegible]

78th District #2 Integrating Committee Meeting
Green Township
Nathanael Greene Lodge
6394 Wesselman Road
Cincinnati, OH 45248

November 17, 2000

VISITOR LIST

<u>NAME</u>	<u>AFFILIATION</u>	<u>PHONE</u>
<u>Joe Cottrell</u>	<u>HAMILTON COUNTY</u>	<u>946-8906</u>
<u>JOHN BECK</u>	<u>HAMILTON COUNTY</u>	<u>946-4254</u>
<u>Cathy Listemann</u>	<u>Hamilton County Engs.</u>	<u>946-8902</u>
<u>DICK CLINE</u>	<u>CITY OF CINTI</u>	<u>352-6235</u>
<u>Bob Bass</u>	<u>Delhi Twp</u>	<u>922-8609</u>
<u>ERIC BECK</u>	<u>Ham Co.</u>	<u>761-9130</u>
<u>DOUGLAS RUDOLPH</u>	<u>Ham Co.</u>	<u>946-4277</u>
<u>Dave Byssard</u>	<u>OPWC</u>	<u>614 644 1891</u>
<u>Rob White</u>	<u>OPINC</u>	<u>614 752-9344</u>
<u>FRED SCHLIMM</u>	<u>GREEN TWP</u>	<u>574-8832</u>
<u>Ted Hubbert</u>	<u>Ham. Co. Eng's. Office</u>	<u>946-8903</u>
<u>Joe Vogel</u>	<u>City of Cunn DOT&E</u>	<u>352-2452</u>